

# **eCoursework user guide**

For coordinators, admin assistants and teachers

Version: 1-0 (14 December 2016)

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## Hints and tips

The following will help you prepare and manage the upload process:

|  | Instruction  |
|--|--|
| Read the available eCoursework documents           | <p><b>Forms and coversheets</b> - which provides links to the current session forms</p> <p><b>eCoursework newsletter</b> - to find relevant information on file types, sizes, annotations etc.</p> <p><b>2017 subject component upload requirements</b> - to understand which files are required for upload per subject component</p> <p>Location:<br/>IBIS <b>Library</b> and OCC</p> |
| File naming conventions                            | <p>To help identify each candidates work during the upload process, the following format could be useful:<br/><b>session/candidates session code/subject/component</b></p> <p>The filename can contain the candidates code, only the work itself needs to be anonymous</p>   |
| Teachers uploading                                 | <p>Coordinators will need to ensure:</p> <ul style="list-style-type: none"> <li>-Teachers have access to IBIS<br/><b>(IBIS/School/School person maintenance)</b></li> <li>-Teacher have been registered for their subjects<br/><b>(IBIS/School/ School person maintenance /Teacher subject maintenance)</b></li> </ul>   |
| Candidates Internal Assessment (IA) recordings     | <p>Ensure candidate recordings are audible/visible prior to selecting the sample. Requests to change the sample for a failed recording cannot be guaranteed</p>  |
| IA mark entry                                      | <p>IA marks need to be entered/verified/complete and the sample selected and confirmed with the criteria marks entered and saved before the sample candidates will appear in the eCoursework screen.</p> <p>Note; If the component is combined e.g. History IA, all HL and SL marks will need to complete before the sample can be selected</p>  |
| Requests for submitted candidates work to be reset | <p>Resets cannot be guaranteed, therefore before authenticating and submitting candidates work please ensure:</p> <ul style="list-style-type: none"> <li>-It's the final version of the candidates work</li> <li>-It's the correct candidates work</li> <li>-It's uploaded against the correct subject and component</li> </ul>  |

## Access

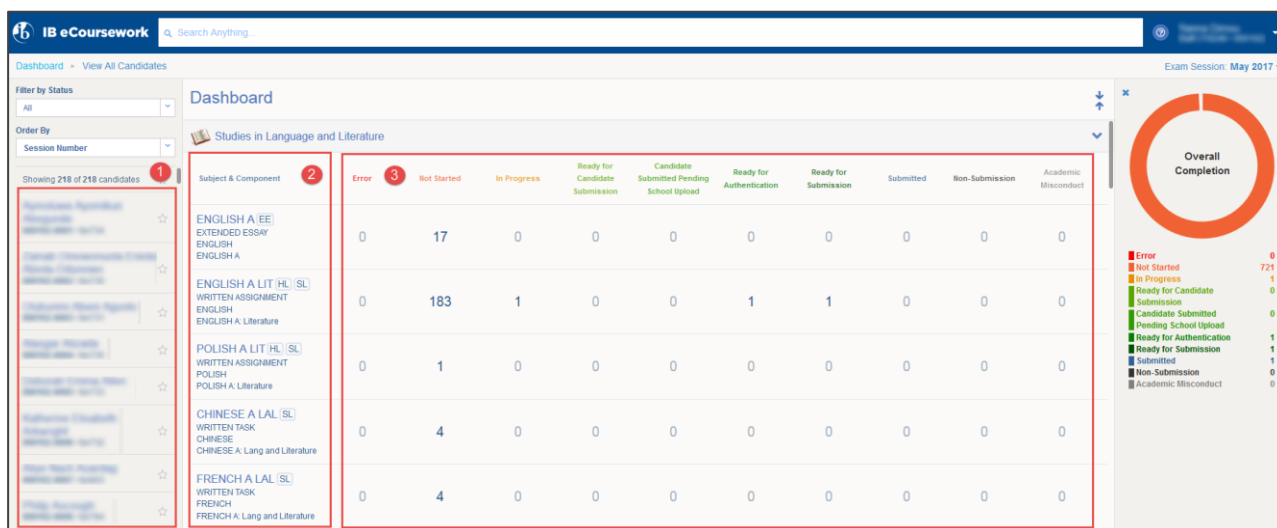
Ensure the correct session is selected in the IBIS banner. Then for coordinators and admin assistants select the **eCoursework** menu option, located under the **Subject** tab and for teachers click on the **eCoursework** tab.

## Dashboard

The **eCoursework** dashboard will be displayed. The dashboard provides the following:

- An overview of the required uploads for the school per component, statistics for each and their current upload status.
  - Navigation through the **eCoursework** system.
- 1 View all required uploads for a specific candidate by selecting the candidate from the candidate list in the left hand panel
  - 2 View all candidates for a specific subject by clicking on the subject name in the table
  - 3 View candidates for a subject with a specific status by clicking on the associated number in the table. At the beginning of the process all candidates will be displayed as **Not started**

Please note, coordinators and admin assistants will see all subjects and associated candidates, teachers will only see the subjects and associated candidates they are registered for in IBIS.













Please refer to the [Component upload table](#) section to see who can upload each component. If you would prefer components to be restricted to school upload only, please refer to [Restrict candidate uploads](#) section.

## Status descriptions

At the beginning of the process, the overall status for each candidate will be **Not started**; this will change at different stages throughout the process.

The different statuses are as follows. Hovering over the icons on screen will display their descriptions):

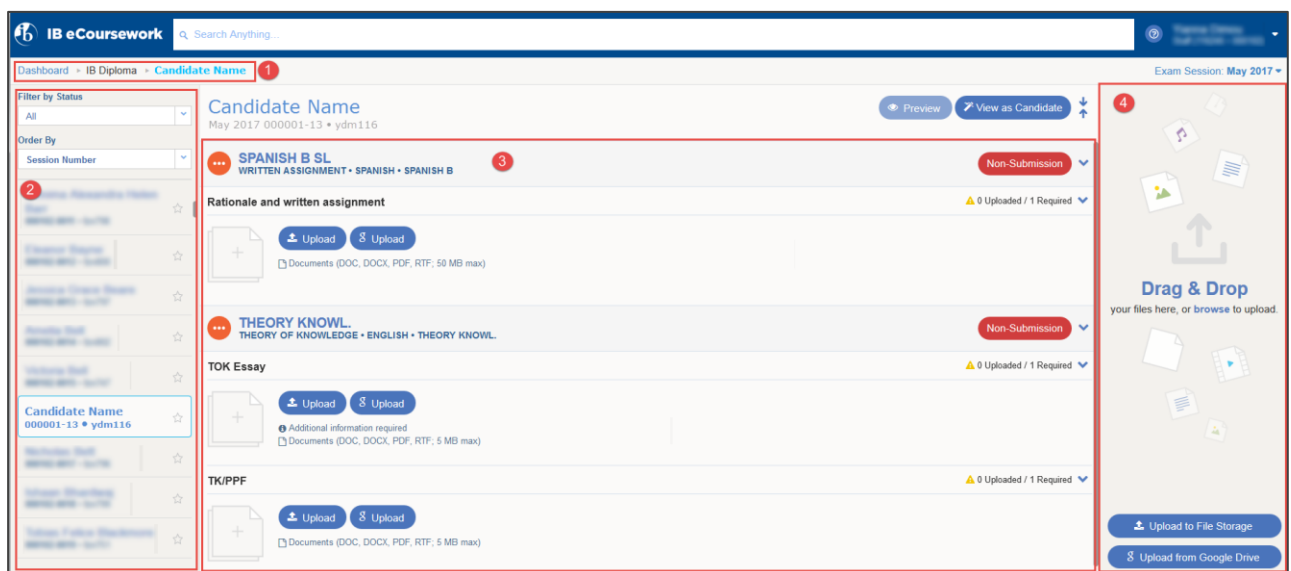
-  **Not started** – No files are selected or uploaded
-  **In progress** – The process of uploading files and adding additional portfolio information is in progress
-  **Ready for candidate submission** – The candidate has uploaded all mandatory files and completed any additional information (where required), the portfolio is now ready for the candidate to submit to the school
-  **Candidate submitted, pending school upload** – The candidate has submitted their work. Additional input is required by the school.
-  **Ready for authentication** - The candidate has submitted the complete portfolio to the school
-  **Ready for submission** – The school has uploaded all mandatory files and completed any additional information ,where required
-  **Submitted** – The school has successfully submitted the candidates work to the IB for assessment
-  **Error** – Virus scanning has detected a virus, or a duplicate file, after the portfolio has been submitted, the affected file will need to be deleted and replaced
-  **Non submission** – The candidate is not submitting work
-  **Academic misconduct** – School not able to authenticate work

## Screen layout and functions

After making the relevant selection on the dashboard, the subject upload screen will be displayed.

The screen is split into four key areas:

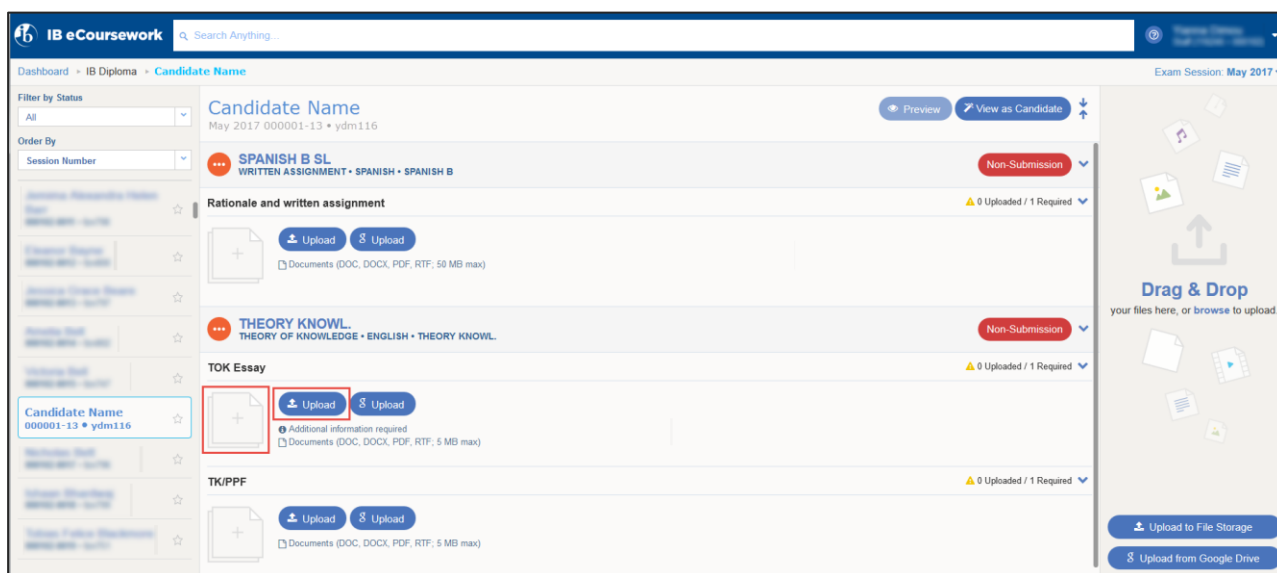
- 1 **Breadcrumb** – Quick access back to the dashboard and an indication of where you are in the system
- 2 **Candidate filter and candidates list** – Enables candidate portfolio selection and to filter on the candidates' different statuses (for the selected subject or group)
- 3 **Portfolio elements** – Provides the status for the subject portfolio and what files are required, and a way to upload each of the files
- 4 **File storage** – Allows the upload of single or multiple files to a file storage area (for further information refer to [Upload to file storage](#))



## Uploading files

The screenshots used in this section are based on Theory of knowledge, but the process of uploading files is the same for all subjects and components.

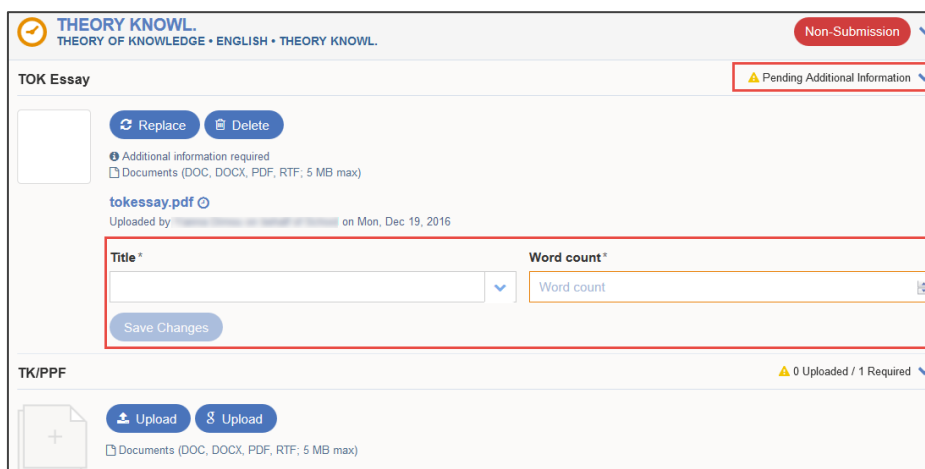
- 1 Click on the required candidate in the candidate filter (left hand panel)
- 2 Take note of the file restrictions
- 3 Click on either the **Upload** button or thumbnail placeholder to upload a file.



The selected file will immediately start to upload to the amazon cloud.

When the file has uploaded the portfolio status icon will update from **Not started** to **In progress** and the file status will state **Complete**.

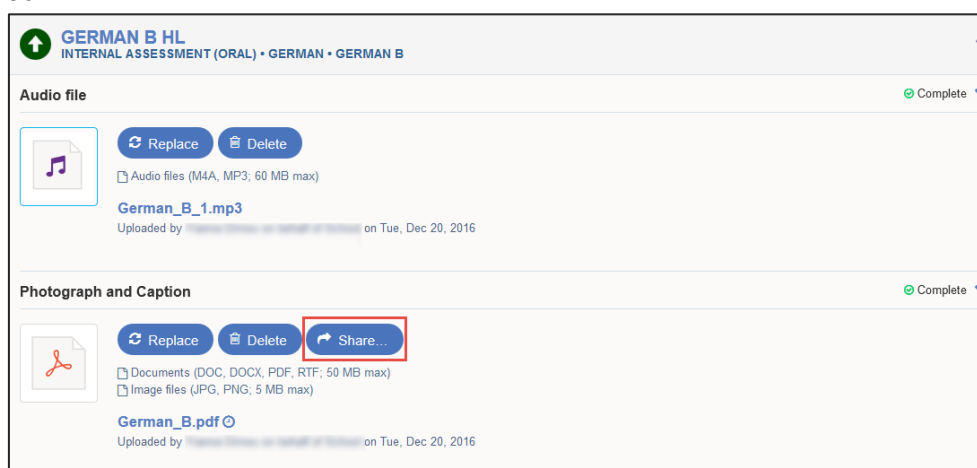
If a file requires additional information to be entered; these fields will be displayed as soon as the related file has been uploaded. The file level status will state **Pending additional information** until the information has been entered and saved.



When all mandatory files have been uploaded the portfolio status icon will change from **In progress** to **Ready for submission**. At this point the portfolio is complete and can be submitted to the IB for assessment, please refer to the [Submit for assessment](#) section.

## Share file

If the same file can be shared between candidates, a **Share** button will be displayed after the file has uploaded.



The share file window will be displayed. Click on the candidate name or + icon to select the candidates the file is to be shared with.



Similarly, to remove a shared file, reselect the **Share** button and select the candidate's name or x icon.



## Submit for assessment

If all mandatory files have been uploaded and additional information entered (where required), the overall status icon for the selected candidate and subject will now state **Ready for submission** and a **Submit** button will be displayed.

Click on the **Submit** button.

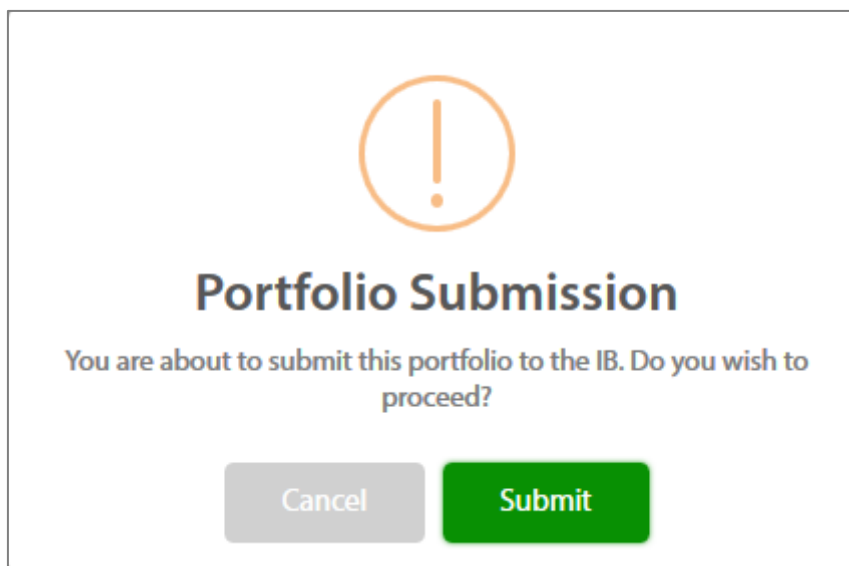
The screenshot shows the submission interface for 'FRENCH A LAL SL'. At the top, there's a header with the subject name and a status bar showing 'Non-Submission' and a 'Submit' button (highlighted with a red box). Below the header, there are two main sections: 'Written Task and Rationale' and 'Form 1/L&LWT'. Each section has a 'Replace' and 'Delete' button, a file upload icon, and a list of uploaded files. In the 'Written Task and Rationale' section, the file 'writtentask.pdf' is listed, uploaded by 'Yianna Dimou' on 'Tue, Dec 20, 2016'. In the 'Form 1/L&LWT' section, the file 'form1llwt.pdf' is listed, also uploaded by 'Yianna Dimou' on 'Tue, Dec 20, 2016'. Both sections show a 'Complete' status with a green checkmark and a dropdown arrow.

The uploaded files will be displayed for a final check.

Click on the **Coursework confirmation** checkbox acknowledging that the work is authentic and final and then click on the **Submit** button.

The screenshot shows the final submission screen for 'FRENCH A LAL SL'. It features two columns: 'Written Task and Rationale' and 'Form 1/L&LWT'. Each column displays the uploaded files: '1. writtentask.pdf' and '1. form1llwt.pdf', both uploaded by 'Yianna Dimou' on 'Tue, Dec 20, 2016'. At the bottom, there are two checkboxes: 'Coursework confirmation' and 'Declaration', both of which are checked. Below these checkboxes, there is a text area for a declaration: 'I confirm that this work is my own work and is the final version. I have acknowledged each use of the words or ideas of another person, whether written, oral or visual.' To the right of this text area is a yellow 'Submit' button.

Click on the **Submit** button.



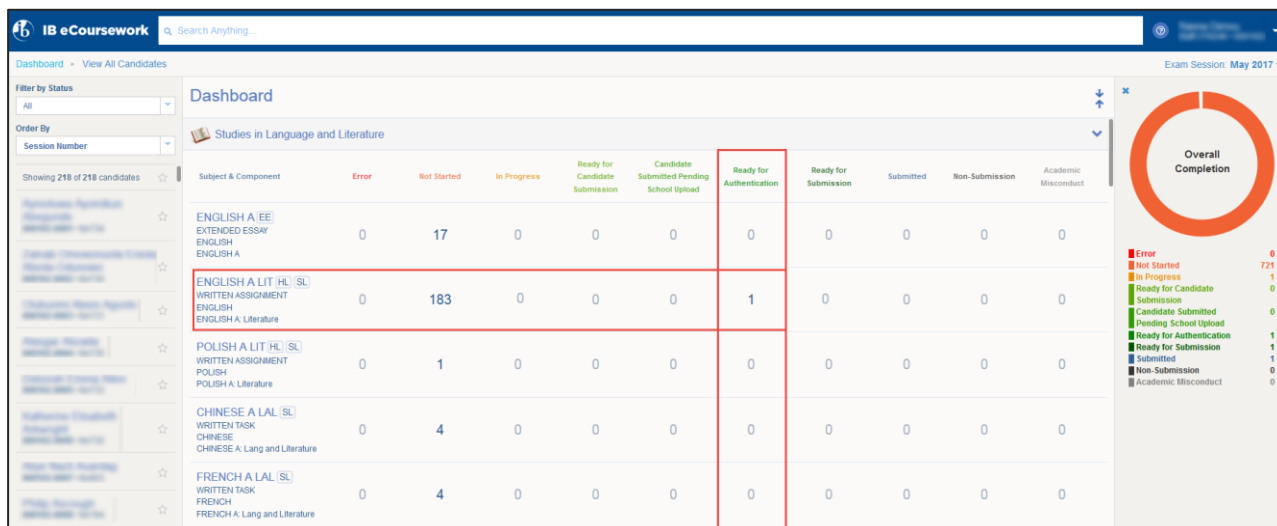
The portfolio will now be submitted to the IB and the portfolio status icon will change to **Submitted**.



## Authenticating candidate submitted portfolios

If the candidate has uploaded and submitted their work to the coordinator / teacher / admin assistant, this will be highlighted on the dashboard by a number displaying in the **Ready for authentication** column for the relevant component.

Click on the number in the dashboard.



| Subject & Component   | Error | Not Started | In Progress | Ready for Candidate Submission | Candidate Submitted Pending School Upload | Ready for Authentication | Ready for Submission | Submitted | Non-Submission | Academic Misconduct |
|---|-------|-------------|-------------|--------------------------------|---|--------------------------|----------------------|-----------|----------------|---------------------|
| ENGLISH A EE<br>EXTENDED ESSAY<br>ENGLISH<br>ENGLISH A                        | 0     | 17          | 0           | 0                              | 0   | 0                        | 0                    | 0         | 0              | 0                   |
| ENGLISH A LIT HL SL<br>WRITTEN ASSIGNMENT<br>ENGLISH<br>ENGLISH A: Literature | 0     | 183         | 0           | 0                              | 0   | 1                        | 0                    | 0         | 0              | 0                   |
| POLISH A LIT HL SL<br>WRITTEN ASSIGNMENT<br>POLISH<br>POLISH A: Literature    | 0     | 1           | 0           | 0                              | 0   | 0                        | 0                    | 0         | 0              | 0                   |
| CHINESE A LAL SL<br>WRITTEN TASK<br>CHINESE<br>CHINESE A: Lang and Literature | 0     | 4           | 0           | 0                              | 0   | 0                        | 0                    | 0         | 0              | 0                   |
| FRENCH A LAL SL<br>WRITTEN TASK<br>FRENCH<br>FRENCH A: Lang and Literature    | 0     | 4           | 0           | 0                              | 0   | 0                        | 0                    | 0         | 0              | 0                   |

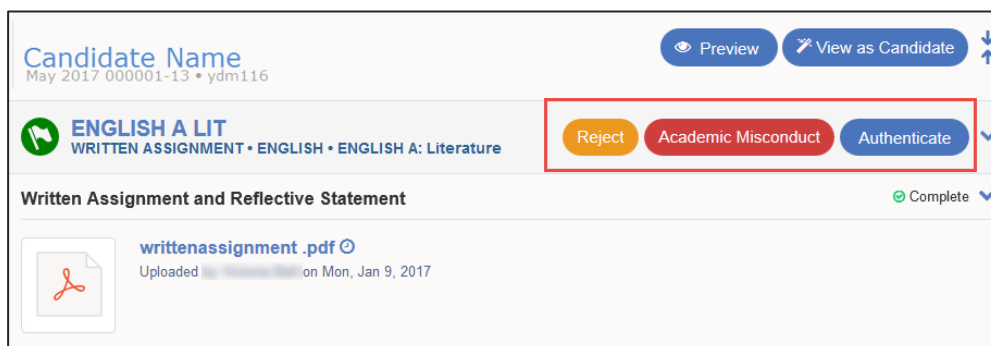
Select the relevant candidate from the candidate list (if there is more than one) and the candidates' uploaded portfolio will be displayed. Please ensure you review the candidates' work by clicking on the **Preview** button at the top of the screen before proceeding.

There will be three options available in the form of buttons:

**Authenticate** – On selecting and confirming the authenticity of the candidates' work the portfolio will be submitted to the IB.

**Reject** – On selecting and confirming, the candidate's submitted portfolio will be sent back to the candidate to make changes and resubmit. The candidate will need to be notified of this.

**Academic misconduct** – On selecting and confirming the action, the candidates' portfolio status icon will change to 'Academic Misconduct', the candidate will not see this status.




**Candidate Name**  
May 2017 000001-13 • ydm116

[Preview](#) [View as Candidate](#)

**ENGLISH A LIT**  
WRITTEN ASSIGNMENT • ENGLISH • ENGLISH A: Literature

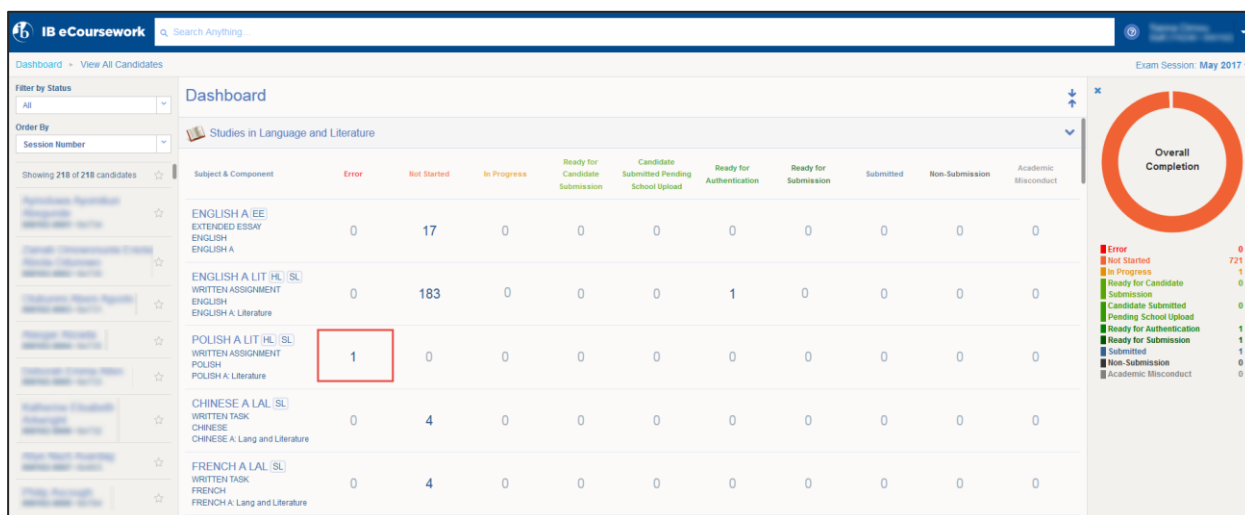
[Reject](#) [Academic Misconduct](#) [Authenticate](#)

**Written Assignment and Reflective Statement** Complete

 **writtenassignment.pdf**  
Uploaded on Mon, Jan 9, 2017

## Error checking

Submitted candidate portfolios are still subject to virus scanning and duplication checks. If viruses or duplicates are detected a notification will be displayed in the error column of the dashboard. These files will need to be removed and new files uploaded. To view the affected files, click on the number in the **Error** column.



| Subject & Component  | Error | Not Started | In Progress | Ready for Candidate Submission | Candidate Submitted Pending School Upload | Ready for Authentication | Ready for Submission | Submitted | Non-Submission | Academic Misconduct |
|--|-------|-------------|-------------|--------------------------------|---|--------------------------|----------------------|-----------|----------------|---------------------|
| ENGLISH A EE<br>EXTENDED ESSAY<br>ENGLISH A                                  | 0     | 17          | 0           | 0                              | 0   | 0                        | 0                    | 0         | 0              | 0                   |
| ENGLISH A LIT HL SL<br>WRITTEN ASSIGNMENT<br>ENGLISH<br>ENGLISH A Literature | 0     | 183         | 0           | 0                              | 0   | 1                        | 0                    | 0         | 0              | 0                   |
| POLISH A LIT HL SL<br>WRITTEN ASSIGNMENT<br>POLISH<br>POLISH A Literature    | 1     | 0           | 0           | 0                              | 0   | 0                        | 0                    | 0         | 0              | 0                   |
| CHINESE A LAL SL<br>WRITTEN TASK<br>CHINESE<br>CHINESE A Lang and Literature | 0     | 4           | 0           | 0                              | 0   | 0                        | 0                    | 0         | 0              | 0                   |
| FRENCH A LAL SL<br>WRITTEN TASK<br>FRENCH<br>FRENCH A Lang and Literature    | 0     | 4           | 0           | 0                              | 0   | 0                        | 0                    | 0         | 0              | 0                   |

The related subject upload screen will be displayed.

- Click on **Restart** to reopen the portfolio
- Delete the indicated file
- Upload a new file

If the candidate uploaded the errored file, you will need to:

- Click on the **Restart** button to reopen the portfolio
- Click on the **Reject** button to send the portfolio back to the candidate
- Inform the candidate that the file needs to be deleted with a new file uploaded and the portfolio re-submitted

When the new file has been uploaded they will need to be submitted, please refer to the [Submit for assessment](#) section or if the candidate uploaded the file please refer to the [Authenticating](#) section.

## Component upload table

The tables below show who can upload each component:

Internal Assessment – all dynamically sampled requiring criteria marks to be entered:

| Subject/Component                             | Uploaded by  |
|---|--|
| Theory of Knowledge Presentation              | School only  |
| Language A : Literature Oral recordings       | School only  |
| Language A :Lang & Literature Oral recordings | School only  |
| Literature & Performance                      | School only  |
| Language B and Language ab initio             | School only  |
| Classical Languages                           | School only  |
| History                                       | School only  |
| Global politics                               | School only  |
| World religions                               | School only  |
| Environmental systems and societies           | School only  |
| Geography                                     | School only  |
| Economics                                     | School only  |
| Philosophy                                    | School only  |
| Psychology                                    | School only  |
| Social and Cultural anthropology              | School only  |
| Business and Management                       | School only  |
| Biology/Physics/Chemistry and Marine science  | School only  |
| ITGS  | School only  |
| Computer science                              | School only  |
| Design Technology                             | School only  |
| Nature of science (pilot)                     | School only  |
| Math Studies                                  | School only  |
| Mathematics                                   | School only  |
| Dance: Performance                            | School only  |
| Film: Production portfolio                    | School only  |
| Music Group Performing                        | School only  |
| Music SL Solo Performing                      | School only  |
| Music SL creating                             | School only  |
| Theatre: Collaborative project                | School only  |
| Visual Arts Exhibition                        | Both:<br>School – all files<br>Candidate – all files except the 6/VAPPF form |
| IBCP: Reflective Project                      | School only  |
| Global politics                               | School only  |
| Classical Greek and Roman studies SBS         | School only  |
| Brazilian social studies SBS                  | School only  |

|   |             |
|---|-------------|
| Chile and the Pacific basin SBS             | School only |
| Astronomy SBS                               | School only |
| World Arts and cultures SBS                 | School only |
| Art History SBS                             | School only |
| Political thought SBS                       | School only |
| Beginners Hindi SBS                         | School only |
| Turkey and the 20 <sup>th</sup> Century SBS | School only |

Externally assessed components:

| Subject/Component                                  | Uploaded by   |
|--|---|
| Theory of Knowledge Essay                          | Both:<br>School – all files<br>Candidate – TOK essay only |
| Extended essay                                     | Candidate or School                                       |
| Language A : Literature Written Assignments        | Candidate or School                                       |
| Language A : Literature and Language Written tasks | Candidate or School                                       |
| Literature & Performance Written Assignment        | Candidate or School                                       |
| Language B & ab initio Written assignments         | Candidate or School                                       |
| Dance : Investigation                              | Candidate or School                                       |
| Dance : Composition                                | Candidate or School                                       |
| Film: Independent Study                            | Candidate or School                                       |
| Film: Presentation                                 | Candidate or School                                       |
| Music: Musical links investigation                 | Candidate or School                                       |
| Theatre: Directors notebook                        | Candidate or School                                       |
| Theatre: Research presentation                     | Candidate or School                                       |
| Theatre: Solo theatre piece HL                     | Candidate or School                                       |
| Visual Arts Comparative study                      | Candidate or School                                       |
| Visual Arts Process portfolio                      | Candidate or School                                       |

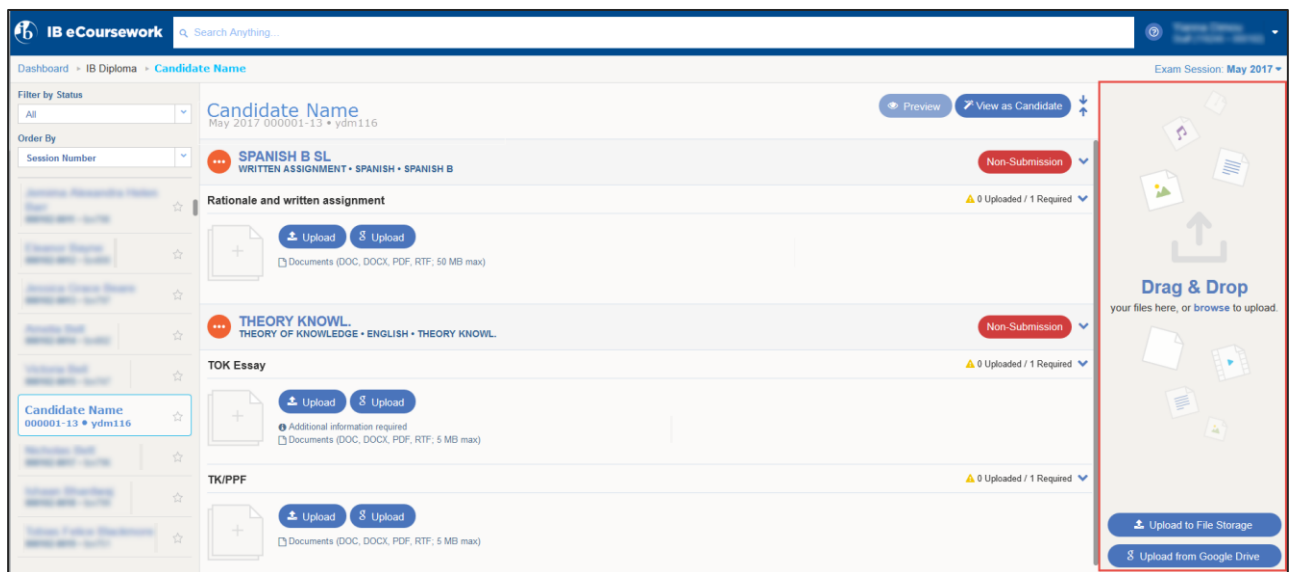
Refer to the [Restrict uploads](#) section should you want to restrict certain components to school only uploads.

## Useful features

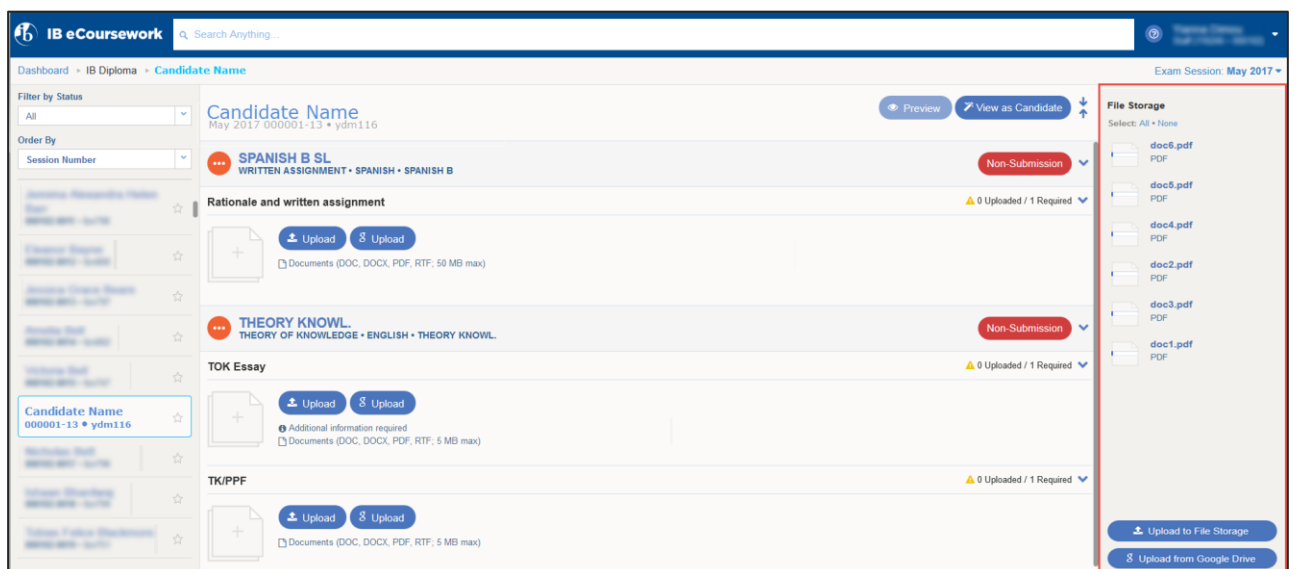
### Upload to file storage

Files can also be uploaded in bulk to a file storage area for individual candidates. To do this:

- Select the relevant subject on the dashboard
- Select the required candidate from the candidate list
- Click on the **Upload to file storage** button and select the relevant files or alternatively drag and drop your files directly into the file storage from your computer



The selected files will start to upload immediately.



When all files have finished uploading, they can be dragged and dropped into the selected candidates' portfolio when convenient.

## Restrict candidate uploads

If you decide, you do not want your candidates to upload any files and would prefer to do this yourself, you can restrict the upload access to school only.

Click on the downward pointing arrow at the top right of the screen and select **Settings** from the menu.

The screenshot shows the IB eCoursework Dashboard. At the top right, a user menu is open, showing options: English, Français, Español, Settings (highlighted with a red box), and Sign Out. The main dashboard area displays a table of candidate upload status for 'Studies in Language and Literature'. The table has columns for Subject & Component, Error, Not Started, In Progress, Ready for Candidate Submission, Candidate Submitted Pending School Upload, Ready for Authentication, Ready for Submission, Submitted, Non-Submission, and Academic Misconduct. The data is as follows:

| Subject & Component                      | Error | Not Started | In Progress | Ready for Candidate Submission | Candidate Submitted Pending School Upload | Ready for Authentication | Ready for Submission | Submitted | Non-Submission | Academic Misconduct |
|--|-------|-------------|-------------|--------------------------------|---|--------------------------|----------------------|-----------|----------------|---------------------|
| ENGLISH A (EE) EXTENDED ESSAY            | 0     | 17          | 0           | 0                              | 0   | 0                        | 0                    | 0         | 0              | 0                   |
| ENGLISH A (LIT HL SL) WRITTEN ASSIGNMENT | 0     | 183         | 1           | 0                              | 0   | 1                        | 1                    | 0         | 0              | 0                   |
| POLISH A (LIT HL SL) WRITTEN ASSIGNMENT  | 0     | 1           | 0           | 0                              | 0   | 0                        | 0                    | 0         | 0              | 0                   |
| CHINESE A (LAL SL) WRITTEN TASK          | 0     | 4           | 0           | 0                              | 0   | 0                        | 0                    | 0         | 0              | 0                   |
| FRENCH A (LAL SL) WRITTEN TASK           | 0     | 4           | 0           | 0                              | 0   | 0                        | 0                    | 0         | 0              | 0                   |

On the right side, there is a 'Completion' gauge and a legend for the status colors: Error (red), Not Started (orange), In Progress (yellow), Ready for Candidate Submission (green), Candidate Submitted Pending School Upload (light green), Ready for Authentication (dark green), Ready for Submission (blue), Submitted (dark blue), Non-Submission (grey), and Academic Misconduct (black).

Select the checkbox alongside the relevant component, candidates will then no longer see this component on their upload screens. However, you will be unable to restrict the upload access to a component if candidates have already uploaded files, a message will be displayed on screen informing you of this. The candidates would need to delete the files to allow you to restrict the upload access.

When finished click on the **Dashboard** link.

The screenshot shows the IB eCoursework Settings page. The 'Dashboard' link is highlighted with a red box. The page title is 'Settings'. Below the title, there is a section for 'Studies in Language and Literature'. The table shows the following subjects and their 'School Uploads Only' status:

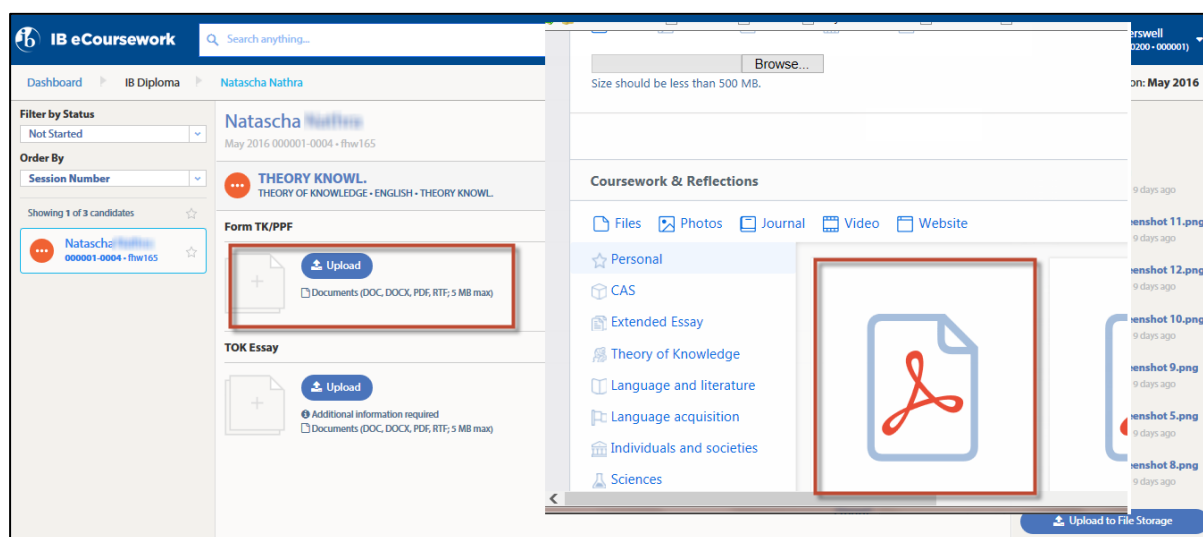
| Subject & Component                  | School Uploads Only                 |
|--------------------------------------|-------------------------------------|
| LIT AND PERF (SL) WRITTEN COURSEWORK | <input checked="" type="checkbox"/> |
| ENGLISH A (LAL HL) WRITTEN TASKS     | <input checked="" type="checkbox"/> |
| ENGLISH A (LAL SL) WRITTEN TASK      | <input checked="" type="checkbox"/> |
| GERMAN A (LAL HL) WRITTEN TASKS      | <input checked="" type="checkbox"/> |
| ITALIAN A (LAL HL)                   | <input type="checkbox"/>            |



## Transfer files from Managebac to the eCoursework system

If your school uses Managebac, and have uploaded candidates' coursework, there is now an easy way to transfer those uploaded files from Managebac to the IB eCoursework system.

- Log into IBIS and navigate to the eCoursework system
- Locate the relevant candidate's portfolio
- Log in to Managebac and locate the relevant candidate's uploaded files
- Minimize the Managebac screen
- Drag and drop the relevant files to the appropriate field in the eCoursework system



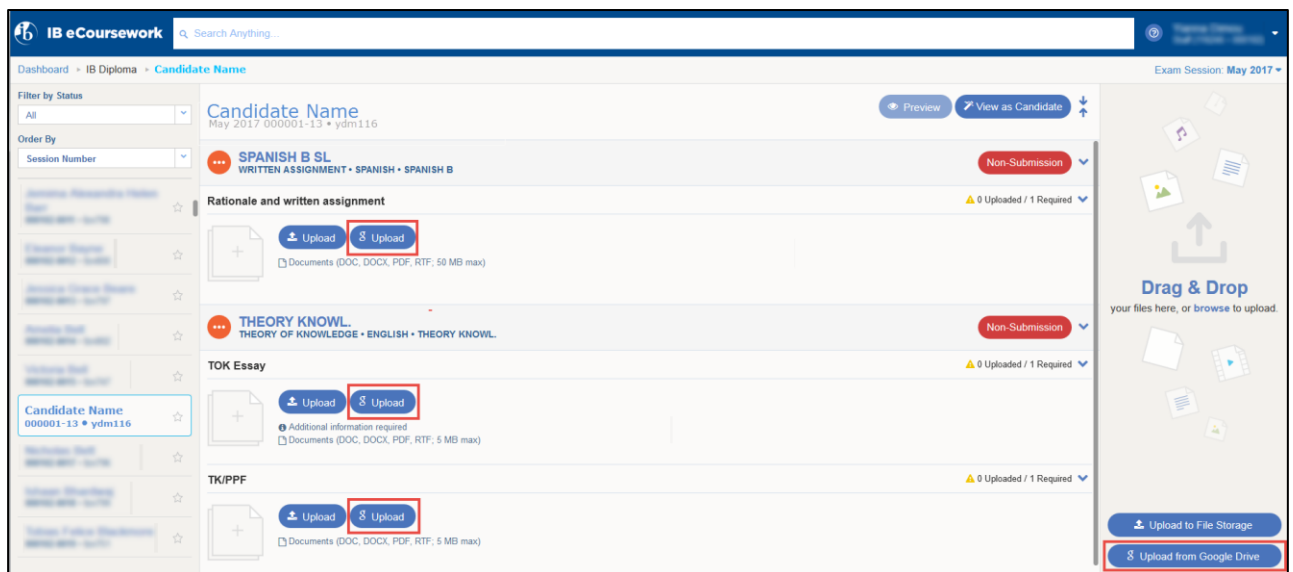
This same functionality is also available to your candidates should they be uploading their work to the eCoursework system.

## Upload from Google drive

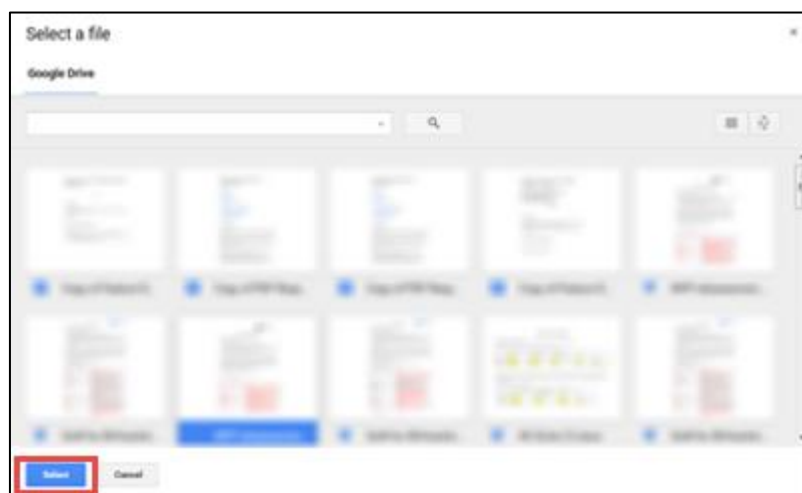
If you have students work uploaded to google drive, these can now be easily uploaded to the eCoursework system.

Log into IBIS and navigate to the eCoursework system. Locate the relevant candidates' portfolio

Click on the **g Upload** button to upload directly into the portfolio. Alternatively to upload to the file storage area click on the **g Upload from Google Drive** button.



Log in to your google drive account. Select the relevant file and click on the **Select** button.



The file will start uploading to the portfolio or file storage area depending on which button was selected.